



ARIZONA DEPARTMENT OF PUBLIC SAFETY

Student Transportation Unit

2102 W. ENCANTO BLVD / PO BOX 6638 PHOENIX, ARIZONA 85005 PHONE: (602)223-2646 FAX: (602)223-2923
Website: <http://studenttransportation.azdps.gov> - Email: schoolbus@azdps.gov

“Courteous Vigilance”

NEW DRIVER CERTIFICATION CHECKLIST

This checklist is provided to assist employers submitting new drivers for certification. **ALL** items listed below are required in order to obtain certification as a school bus driver in the State of Arizona. Required documents are submitted in a two-stage process: **Phase A** & **Phase B**. Each phase packet must include all of the items specified for that phase. Incomplete phase packets will not be processed. **Use this form to assist in preparing, but do not submit with phase packets.**

Phase A: (may be batched) Mail or Courier to: *Student Transportation Unit*
2102 W. Encanto Blvd / PO Box 6638 MD1250
Phoenix, AZ 85005-6638

- ___ 1. **Phase A Cover Sheet***
- ___ 2. *Application for School Bus Driver’s Certificate**
- ___ 3. Options Below:
 - ___ Student Transportation fingerprint card and envelope
 - ___ \$22 fingerprint card processing fee

-OR-

- ___ Copy of Current and Employer Verified* DPS Fingerprint Clearance Card

*Visually and at http://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action

Phase A packets utilizing the DPS Fingerprint Clearance Card may be sent to newdriver@azdps.gov

Phase B: (may not be batched) Scan and Email to newdriver@azdps.gov

- ___ 4. **Phase B Cover Sheet***
- ___ 5. *Medical Examiner Certificate*
- ___ 6. Drug screen results – 7 Panel DOT Pre-employment & 9 Panel Non-DOT Annual
(lab results must be included, do not send Custody & Control form)
- ___ 7. *Proof of Behind-The-Wheel Training and Road Test form**
- ___ 8. *School Bus Driver Physical Performance Test**
- ___ 9. Proof of first aid and CPR training
(*Driver Training Report** – or – Copy of front and back of cards)
- ___ 10. *Driver Training Report** with 14 hours of new-driver classroom training
- ___ 11. Appropriate class CDL with Passenger and School Bus Endorsements
(do not send copy of applicant’s CDL, STU will confirm status w/ MVD)

Phase B item must be scanned and emailed as a single document or they cannot be processed. Each driver must be submitted in an individual email (no batching). Email messages and their scanned attachment must be titled using the last name of the driver and the base name of the transportation provider, separated by a period. Example: Mark Johnson being hired by Oak Mountain Unified would be titled as *Johnson.Oak Mountain*.

* Items are found on our website at <http://studenttransportation.azdps.gov/>